

0410.03 Motor Vehicle Use - Special Approvals
Issued January 6, 1997

SUBJECT: Motor Vehicle Use - Special Approvals

APPLICATION: Executive Branch Departments and Sub-units. All other state operations that utilize Vehicle and Travel Services provided vehicles.

PURPOSE: To establish directives for special requirements.

CONTACT AGENCY: Department of Management and Budget (DMB)
Agency Services
Vehicle and Travel Services (VTS)
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Lansing, Michigan 48909

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SUMMARY: Agencies must comply with DMB special approval provisions regarding:

- Adding equipment to existing State government motor vehicles
- Home to office and non-duty use of State government motor vehicles
- Motor vehicle accommodation requests
- All travel approvals for out-of-State and out-of-country
- Reimbursement
- Use
- Complaint Response

APPLICABLE FORMS: VTS-12, Annual Home to Place of Work Approval
DMB-47, Drivers Expense Reimbursement Voucher
VTS-51, Vehicle Accommodation Request
W-2, Wage and Tax Statement

PROCEDURES:

General Information:

- Add-on Equipment:
 - Any equipment added to State government motor vehicles (with the exception of telephones, 2-way police-type radios or security screens) must have prior written approval from Vehicle and Travel Services.
 - All add-on equipment is the joint responsibility of drivers and departments. When additional equipment increases the operational costs of motor vehicles, these costs will be added to the rate and passed on to the department.
- Home to Office:
 - Use of a vehicle between home and office requires prior authorization by VTS (See agency Section page 3).
 - Use of a State government motor vehicle between place of work and home may be authorized if any of the following conditions apply:

- Adequate and/or safe after-working hours parking does not exist in the office vicinity.
- Technical equipment on or in a motor vehicle requires security.
- The motor vehicle is required at home by law enforcement personnel with full arrest powers or Forensic Crime laboratory personnel whose work assignments have both of the following characteristics:
 - The frequency and length of time worked is administratively unpredictable because the nature of an assignment (e.g., narcotics investigation, surveillance or crime scene examination) is dependent on criminal activity; and
 - The assigned motor vehicle must be used, due to the need for police equipment.
- Motor Vehicle Accommodation:
 - All requests must be submitted to the VTS for approval.
 - Form VTS-51 (Vehicle Accommodation Request) must be completed by the driver and department.
- Non-duty Hours:
 - Drivers may use a State vehicle on non-duty hours when they are on overnight assignments, away from their work station, and other forms of transportation are not available. Use is limited to the immediate vicinity of the assignment area. Drivers must exercise judgment regarding the appropriate use of a State vehicle. It is their responsibility to ensure that there is no misuse, or perceived misuse, of public assets that would reflect poorly on State employees and State government as a whole.
- Out of State and Out of Country Travel - The departmental vehicle coordinator contacts VTS at (517) 322-5108 to obtain the following authorizations:
 - Travel in Canada:
 - Canada non-resident inter-province motor vehicle liability insurance card.
- Reimbursement:
 - When cash payment for vehicle repairs or fuel is required by drivers, drivers will be reimbursed with submission of invoices and completed DMB-47 (Driver Expense Reimbursement Voucher).
- Use:
 - State-owned vehicles are to be used only for travel on official State business, except as otherwise provided in this procedure or in Procedure 0410.02.
- Citizen complaints:
 - The VTS maintains a written record of all complaints from the public that involve State government motor vehicles.
 - In the event of a complaint, VTS will request a written response from the department with regards to the incident and disciplinary action.

- State drivers are required to respond to VTS and department requests.
- Failure to respond may result in termination of State motor vehicle privileges.

Agency Requirements:

- Vehicles to be authorized for home to work use, submit requests on Form VTS-12 at the beginning of each fiscal year. Form VTS-12 is to be completed at the departmental level, signed by the vehicle liaison, and approved by the VTS.
- Determines when it is in the best interest of the State to have an occasional travel assignment begin and/or end at a residence (en route scheduling).
- En route scheduling does not require prior VTS approval. This includes motor pool vehicles needed prior to 7:30 a.m., which are picked up the preceding day.
- Places the value of all mileage driven between home and place of work, except for inroad travel, on the employee's W-2 Form (Wage and Tax Statement) in accordance with IRS regulations. Drivers are not required to make personal reimbursement to the State for miles driven. Reporting these mileage amounts for tax purposes shall be completed in accordance with Procedure 1220.04.

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Procedure Update: 5-27-03
Procedure 0410.03